

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
South Region
104 South Turnpike Road
Wallingford, CT 06492**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

DATE: November 4, 2011

CLOSING DATE: November 15, 2011

OPEN TO: The Public
POSITION: Developmental Services Case Manager
POSITION #: 099429
LOCATION: Individual and Family Support, Meriden, CT
SCHEDULE: Part Time, Monday-Friday 9:00 am-4:30 pm

HOURS PER PAY PERIOD: 42

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer. Those candidates appearing on Re-Employment or SEBAC lists must be given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES

In the CTH program, the case manager is responsible for ensuring that an interdisciplinary team assembles and completes Individual plans, Level of Need and quarterly reviews for all consumers. They are also responsible to ensure that all necessary documentation is maintained according to DDS and Licensing regulations. This includes maintenance of Home and Community Based Waiver documentation, Individual plan documentation, guardianship assessment, hearing decisions, benefit information, medical information, and request for services from DDS and other agencies. The case manager is also responsible for communication with CTH providers, agency providers, and all support team members to the individual. This position is required to travel throughout the South Region. Schedule is to be flexible according to agency needs. Many of the individuals on this caseload reside in residential schools both in and out of the state of CT. These individuals need a case manager to help coordinate their return to the state and implementation of services. One of the goals of the department case manager is to ensure continuation of supports by enrollment in the Medicaid waiver thus reducing overall state expenses. The other individuals on this caseload are on Medicaid waiver which requires that a case manager stay in contact with the individuals and coordinate the services they receive. Many have issues that involve contact with other state agencies that require increased case management participation.

EXPERIENCE & TRAINING

General Experience: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

Special Requirements:

1. Incumbents in this class may be required to possess fluency in a foreign language for designated positions.
2. Incumbents in this class may be required to travel
3. When assigned to a caseload of individuals, the majority of whom reside in Intermediate Care Facilities, must be eligible for certification as a Qualified Developmental Services Professional as required by Federal regulations.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience.
6. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

TO APPLY: Please submit a CT-HR-12 employment application which can be located at <http://das.ct.gov/employment>. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59 pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services—South Region
104 South Turnpike Road
Wallingford, CT 06492
Attn: Recruiter
Phone: (203) 294-5123
Fax: (203) 294-5160

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.